

EEOC TRAINING INSTITUTE
Philadelphia Technical Assistance Program Seminar Agenda
November 5, 2004

Agenda Highlights: This Technical Assistance seminar will focus on doing effective, internal EEO investigations.

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| 7:45 AM | Continental Breakfast and Registration |
| 8:30 AM | The Context of the Investigation <ul style="list-style-type: none">- Internal v. external complaints- Factors to consider (e.g., how to avoid the appearance of retaliation)- What do you need to know to be an effective investigator?- How does your organization define “effective”? |
| 10:15 AM | Break |
| 10:30 AM | The Investigative Process <ul style="list-style-type: none">- The recording of the complaint- The level of authority the investigator is given- Maintaining pace- What is the role of the union?- Writing the report. |
| 11:45 AM | Luncheon
Luncheon Speaker: EEOC Vice-Chair Naomi Earp (invited) |
| 1:15 PM | Relevance — What Evidence is Relevant to the Charge? <ul style="list-style-type: none">- When do I have enough?- What type(s) of documentation has my organization decided to invest in? Do supervisors actually create these documents?
The Three Great Theories — We will explore what is relevant with respect to each theory: Disparate Treatment; Harassment and Failure to Accommodate (religion-based and disability-based) |
| 2:45 PM | Break |
| 4:15 PM | Completion of Evaluations — Seminar ends at 4:30 PM |